W2W Inventory Lessons Learned
As of 26 June 2007

1. Communicate with Inventory Controller as far in advance of site visit as possible. This will assist in determining best visitation route and also provide better logistical information to the contractor. This is the best opportunity to clarify which sites will be physically inventoried and on what date.
2. Communication with the site Commander is essential. The In-brief and Out-brief sessions with the Commanders is required by the CIO.
3. Inform the senior staff, managers and ENTIRE site population in advance about upcoming inventory. Send out information along with a spreadsheet form identifying what data elements to be collected.
4. In addition to the POCs at each field site, have office POCs within the District HQ as well. This will make the process flow smoother.
5. Review the Wall-to-Wall Guidance. It is posted on the CIO and ACE-IT websites.
6. Take the time to excess unused equipment.
7. If the equipment info is difficult to obtain (under the docking station platform, under the battery, etc), jot down the info in advance of the actual inventory and leave next to equipment item. The contractor can record the info and apply the ACE-IT asset tag to the item. Note: If the equipment is not physically available, the info will be recorded by Corps personnel via a spreadsheet form later. The tags will be sent back to Corps sites after spreadsheet data is entered and validated. Unused tags will NOT be left on-site at the end of the inventory visit.
8. If info cannot be copied down ahead of time, whenever possible, prepare equipment for inventorying ahead of the inventory team. For example undock laptops, or disassemble docking stations from "C" stands.
9. Expose equipment ahead of the inventory team by pulling small items (cameras, cell phones, radio equipment etc.) out of cabinets and drawers.
10. Do not stock-pile or hide "spare" equipment. If the equipment is to be used on the Corps network, it needs to be counted. Otherwise, excess it.
11. Let the IMO be the first office inventoried to work out issues with the process or perceptions before the rest of the site.
12. Keep track of the equipment that was not available for physical inventory. If available, use the spreadsheet form as soon as possible to enter the equipment data.
13. It is the RIO's responsibility to ensure all equipment is counted. Make it possible for the contractor to count as much of the inventory as possible. That will minimize the amount of data entry that is required by Corps personnel.
14. Check with site security office. Contractors are US citizens and have had Local Agency Checks (no felonies). They will present a letter with this info and the team member names. Each will also have a picture ID. Some sites require an escort at all times. If this level of information does not meet the site security requirements or if the contractors will require an escort, contact

teresa.e.sabens@usace.army.mil immediately. Also stress this type of information when coordinating with the Inventory Controller prior to the site visit.

15. Identify special access requirements, required use of safety gear, unusual site closings (i.e., site closed every Friday) to teresa.e.sabens@usace.army.mil as quickly as possible. Also stress this type of information when coordinating with the Inventory Controller prior to the site visit.

16. If in doubt, COUNT! It is far better to count an item in the inventory and remove it later if need be, than to need it and have to go back and get it. The intent of the W2W inventory is to count ALL IT equipment throughout the Corps of Engineers. The ACE-IT support baseline will be determined after the inventory is complete.

17. Inventory on-site from another district can be counted as long as the home district is noted in the inventory documentation. NAE had emergency operations training underway with people from several sites in attendance.

18. In reference to the "secure" and "at risk" rooms mentioned in the W2W Guidance, one room can serve both purposes.

More "Lessons Learned" will be added as the inventories progress.